



Where Georgia comes together.

Department of Community Development

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PERMIT LICENSING REQUIREMENTS

What's Required

Permits will only be issued to a State licensed contractor, specialty contractor or homeowner.

Homeowners shall complete a "Homeowners Affidavit" provided by the office of Community Development, the form shall be completed and signed in front of a witness and must be notarized. It is recommended that if you are not trained, skilled or experienced in the work being performed you hire a qualified and licensed contractor. A homeowner may not hire an unlicensed person to perform work required to be permitted by a State Licensed Contractor or for the work being permitted by the homeowner. The homeowner must reside in the residence.

Residential Contractors may only permit one- & two-family dwellings or townhouses up to three stories in height and their accessory structures.

Residential – Light Commercial Contractors may permit all residential structures as well as multi-family and multi-use light commercial structures which are less than four stories in height and less than 25,000 square feet in area and pre-engineered buildings up to 50,000 square feet which do not constitute a hazard type occupancy.

General Contractors may permit projects that are unlimited unless their individual license is restricted as a sub-classification by financial limitations. See Georgia State License regulations if you have questions.

In order to obtain a permit if you are a State Licensed Contractor, a copy of your State License shall be provided. Community Development will not look up license verifications. If the person requesting a permit is not the actual license holder, an affidavit will have to be provided authorizing that person to obtain permits on his/her behalf (each request for permit will require a separate affidavit). A copy of your license and/or affidavit, photo ID of license holder and person requesting the permit, occupational tax certificate from any jurisdiction in Georgia will be required.

Trade Contractors required to be licensed by the State will also have to provide the information stated above to obtain a trade permit. Separate permits are not issued for the trade contractors on a master permit for residential and commercial work.

Specialty Contractors may only permit work that is less than \$2500.00 in value and non-structural. Specialty Trade Contractors will need to be performing their trade work under a licensed and permitted contractor. A copy of an Occupational Tax Certificate from any jurisdiction in Georgia shall be provided to obtain a permit. (Specialty Contractors may not contract other trade work unless it is within the scope of their trade)